How to place a Video Conference call using Video Call Controls

1. **TOUCH the touch panel to activate it, if the Main Page is not visible; view the Main Page.**

2. **Press VIDEO CONFERENCE.**
   A. Video Call Controls (Figure 1-1) page appears.

3. **Press the KEYPAD NUMBERS to enter the video number, alias, or IP address (if available) (Figure 1-1: Step 1).**
   A. Press Delete/Backspace or Clear/Delete All to correct dialing mistakes or to remove all dialed entries.
   B. The numbers are shown on the touch panel instead of the display.
   C. The system will not announce the video numbers as they are entered.

4. **Press CALL (CONNECT), after all numbers have been correctly entered. (Figure 1-1: Step 2).**
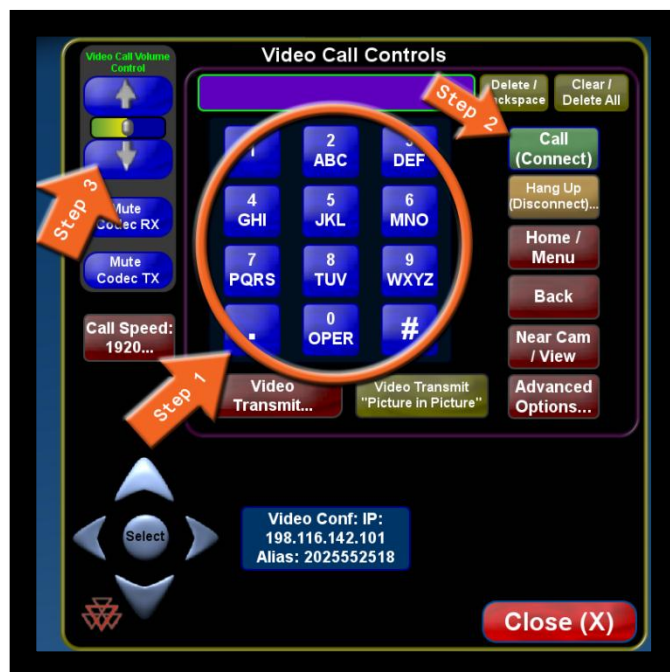
5. **View the table microphone(s).**

   A. Be sure to turn on the microphone(s) on the table.
   B. Push the microphone "Push" button, if it is off.
   C. The LED will turn bright green.

6. **Press UP/DOWN ARROWS to control the volume, if necessary. (Figure 1-1: Step 3).**
   A. Video Call Volume Control on the Video Call Controls page is for the video codec audio only.
   B. Speakers Volume is for ALL room audio.
   C. Be sure that your speakers are not muted.

7. **Press MUTE CODEC RX, if necessary, but not recommended.**
   A. Mute button mutes the incoming audio from the video codec.
   B. Provided per user request.

8. **Press MUTE CODEC TX, when desired.**
   A. This button mutes the audio that is sent to the video conference unit/codec.
   B. This button does not mute the microphones, which allows you to talk the participants when in a video conference and voice conference.
   C. Press the "Push" button on the microphones to mute or unmute the microphones individually.

9. **Press HANG UP, to end a call.**

10. **You should continue with the same procedure until you reach the maximum of three calls (four including the caller).**

Figure 1-1

NOTE:

Home/Menu: This will allow you to see the Polycom "Add Video Call" page to a display.

Near Cam / View: Commands the video codec to show the video that is being sent to it.

Advanced Options…

Polycom Video Codec Information: This feature gives you information regarding: firmware, name, model, serial number, and additional information regarding the codec.

Reinitialize Codec: Restarts codec communications with the control system. (This does not reboot the codec.)

Polycom Video Call Setup: This feature gives you options for call setup, picture in picture layout, multipoint conference viewing mode, and multipoint meeting password.

Polycom Video Call Phonebook: These are user stored video call numbers to use with the Polycom unit.

Codec Remote Control Emulator: Video calls can be made using the Remote Control Emulator.

Polycom CODEC HX9000-1080: This particular model will not allow automatic switching between the near and far sites during a video conference. Use picture in picture to display the near site with the far site as the primary window.